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21 MAR 1989



MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Transactional Costs: Delegation of Authority

1. As part of the project to reduce transactional costs within the Directorate of Administration, we have reviewed Agency regulations and policies to determine where savings and efficiency can be gained through increased delegation of authority.

2. As a result of this review we are recommending that the authority now delegated to your Office be redelegated to the Director of Logistic (D/L) in four specific instances:

a. To appoint persons to serve as emergency coordinators for outlying buildings (Issue 1).

b. To approve requests for furniture not authorized by regulation (Issue 2).

c. To approve claims for lost, damaged or destroyed personal property in excess of the amount set by the depreciation guide (Issue 3), and

d. To hear and decide appeals from the Headquarters Survey Review Board (HSRB) (Issue 4).

3. We are also recommending that the following authority be delegated to Operating Officials:

To determine that payment of parking fees for QP and POV vehicles is necessary to meet time critical operational requirements (Issue 5).

4. The attached provides additional detail as well as support for these recommendations. Also attached are draft regulations which would effect these changes.

Attachment: Issues 1-5



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